Client Needs Analyzer Forms

The forms in this supplement are reproductions of the forms in *Meeting Your Client's Needs*. You can print these forms any time you need them, or you can print one copy and photocopy them as needed. Use them any time you have an interior decorating job to complete—whether it's for a friend or for a client. The more you use them, the more comfortable you'll be with them.

Remember: Your job as a decorator is to meet your clients' needs. The best way to do that is to get as much information from them about their decorating needs and wants. These forms will help you to gather that important information.

FAMILY MEMBERSHIP AND PERSONAL CHARACTERISTICS PROFILE				
	Client	**Client**	**Children**	**Others in household (+ relationship)**
Name				
Approximate age				
Physical type				
Personality				
Clothing style				
Occupation				
Work at home?				
If so, how often?				
What type?				
Business entertaining at home		Frequency		
		Size of groups		
Social entertaining at home		Frequency		
		Size of groups		
Club and civic activities at home		Frequency		
		Size of groups		
Special interests or awards				
Hobbies				
Other special requirements				
Likely to move within five years?				

ROOM-BY-ROOM ACTIVITIES PROFILE		
LIVING ROOM		
Check if applicable	**Activity**	**Approximate number of persons participating**
❒	Television viewing	
❒	Socializing	
❒	Studying	
❒	Reading	
❒	Playing piano or other musical instruments	
❒	Using a personal computer	
❒	Watching movies	
❒	Listening to music	
Entertaining		
❒	Adult friends	
❒	Children's friends	
❒	Other families	
❒	Business guests	
❒	Church or social groups	
❒	Others	
Other Activities		
❒	Games? Type?	
❒	Hobbies? Type?	
❒	Crafts? Type?	
❒	Display of collections? Type?	
Lighting Needs	**Sufficient**	**Needed**
Table lamps		
Floor lamps		
Overhead light		
Spotlights		
Other		

ROOM-BY-ROOM ACTIVITIES PROFILE		
FAMILY ROOM		
Check if applicable	**Activity**	**Approximate number of persons participating**
❒	Television viewing	
❒	Socializing	
❒	Studying	
❒	Reading	
❒	Playing piano or other musical instruments	
❒	Using a personal computer	
❒	Watching movies	
❒	Listening to music	
Entertaining		
❒	Adult friends	
❒	Children's friends	
❒	Other families	
❒	Business guests	
❒	Church or social groups	
❒	Others	
Other Activities		
❒	Games? Type?	
❒	Hobbies? Type?	
❒	Crafts? Type?	
❒	Display of collections? Type?	
Lighting Needs	**Sufficient**	**Needed**
Table lamps		
Floor lamps		
Overhead light		
Spotlights		
Other		

ROOM-BY-ROOM ACTIVITIES PROFILE		
DINING ROOM		
Type of Dining Area		**Check**
Separate room		
Dining area part of L-shaped dining-living room		
Dining area in living room		
Other		
Seating for Meals	**Check**	**Number to be seated**
Breakfast		
Lunch		
Dinner		
Other		
How often is maximum seating needed?		
Type of Dining		**Check**
Formal		
Informal		
Both		
Other Functions	**Check**	**Specify**
Studying or working		
Reading		
Displaying collections		
Other		
Storage and Other Needs	**Check**	**Specify**
Dishes		
Silverware		
Tablecloths		
Surface for serving		
Other		
Electrical Needs	**Have**	**Need**
Miscellaneous outlets		
Dimmer		
Chandelier		
Other		

ROOM-BY-ROOM ACTIVITIES PROFILE			
BEDROOMS			
In addition to sleeping, do any of these activities take place in the area?			
	Master Bedroom	**Children's Bedroom**	**Guest Bedroom**
Studying			
Sitting			
Sewing			
Snacking			
Television viewing			
Listening to music			
Telephoning			
Dressing, grooming, and so on			
Reading in bed			
Sleeping during daylight hours (lightproof window covering needed?)			
Other			

ROOM-BY-ROOM ACTIVITIES PROFILE	
KITCHEN	
Meal Preparation	
Breakfast	
Lunch	
Dinner	
Snacks	
Casual lunches or suppers	
Type of Cooking	
Simple, fast family meals	
Simple, occasionally elaborate meals for entertaining	
Experimental cooking as a hobbyist	
Gourmet-style cooking	
Frequent large-quantity cooking for entertaining large groups	
Entertain Friends in Kitchen While Cooking?	
Usual number?	
Cooking Utensils	
Basic	
Extensive collection	
Seating	
Type of seating	
For how many?	

ROOM-BY-ROOM ACTIVITIES PROFILE		
ENTRY		
Facilities	**Have**	**Need**
Closet		
Guest closet		
Coat rack		
Coat hooks		
Mirror		
Shelf or surface on which to lay things		
Place to sit (to put on boots, await family members, and so on)		
Storage for	**Have**	**Need**
1.		
2.		
3.		
Lighting	**Have**	**Need**
Chandelier		
Lamp		

ROOM-BY-ROOM ACTIVITIES PROFILE	
BATHROOMS	
Number of bathrooms	
Full bathrooms	
Three-quarter bathrooms	
Powder rooms	
Coat hooks	
Which family members share which bathrooms?	
Which bathrooms are shared during morning rush hours?	
Are washbasins double or single?	
Bathrooms are used for	
Dressing and changing	
Grooming and applying makeup	
Doing laundry	
Hairstyling	
Storing of towels and linens	
Other (Jacuzzi, whirlpool bath)	
Existing cupboard space in each bathroom	
Number of cupboards	
Number of shelves in each cupboard	
Existing counter space in each bathroom	
Measure areas	

ROOM-BY-ROOM ACTIVITIES PROFILE

HOME THEATER

Decorating a home theater involves more than just decorating skills. You must have knowledge of current technologies and electronic systems. Therefore, if you're hired to decorate a home theater, you should seek the assistance and advice of a professional in the field of electronics. For more information on home theaters, visit **http://electronics.howstuffworks.com/home-theater.htm,** where you'll find a number of helpful articles.

Check if applicable	Activity	Approximate number of persons participating
❒	Television viewing	
❒	Socializing	
❒	Watching movies	
❒	Listening to music	
❒	Others	

Check if applicable	Entertaining	Approximate number of persons participating
❒	Adult friends	
❒	Children's friends	
❒	Family members	
❒	Business associates	
❒	Church or social groups	
❒	Others	

Furniture for seating	Yes	No
Sofa (standard)		
Sofa (sectional)		
Recliners		
Upholstered chairs		
Theater-type chairs		
Other furniture		
End tables		
TV trays		

(Continued)

HOME THEATER—Continued		
Furniture for seating	**Yes**	**No**
CD and DVD storage racks		
Entertainment center		
Other		
Upholstery	**Yes**	**No**
Leather		
Fabric (solid)		
Fabric (print)		
Kitchen/Bar Area	**Yes**	**No**
Counter		
Bar stools		
Sink		
Refrigerator		
Microwave		
Stove		
Cupboards		
Lighting Needs	**Sufficient**	**Needed**
Table lamps		
Floor lamps		
Overhead light		
Spotlights		
Other		

ROOM-BY-ROOM ACTIVITIES PROFILE		
HOME OFFICE		
What type of business is the office used for?		
How many people will use the office?		
Will clients visit the office?		
Will vendors visit the office?		
Will the office be used for other activities? If so, list those activities.		
Furniture	**Have**	**Need**
Desk(s)		
Desk chair(s)		
Chairs for guests		
Sofa		
Credenza		
File cabinet(s)		
Bookshelves		
End table(s)		
Magazine rack		
Equipment	**Have**	**Need**
Computer(s)		
Printer/scanner		
Fax machine		
Phones		
Copy machine		
Paper shredder		
Other equipment		
Lighting	**Have**	**Need**
Desk lamp(s)		
Floor lamp(s)		
Table lamp(s)		
Overhead lights		
Other		

ROOM-BY-ROOM ACTIVITIES PROFILE	
HOME FITNESS ROOM	
Many people today are setting aside a room in their homes to serve as a fitness center in which they have one or more pieces of exercise equipment like treadmills, stationary bicycles, and elliptical machines. Although a fitness room doesn't involve an interior decorator as much as other rooms in the home, you can still give some suggestions to make the room more attractive and comfortable.	
Questions to ask	
How many pieces of equipment do you plan to put in the room?	
Would you like a full-length mirror on one or more of the walls?	
Do you need a ballet bar along a wall?	
Do you need shelves or other storage areas for weights, jump ropes, and other small pieces of equipment?	
Do you need a closet or storage piece for towels, exercise clothing, and so on?	
Would you like a water cooler or a refrigerator you can stock with bottled water?	
What type of carpeting would you like (colorful, patterned, solid)?	
Do you plan to put a television or sound system in the room?	
Are there any other amenities you would like in the fitness room?	

FURNITURE STYLE PREFERENCES PROFILE		
Furniture Style	**Client Likes / Wants**	**Client Doesn't Like / Want**
Modern or Contemporary		
Traditional (English)		
Early American—Formal		
Early American—Informal		
French Provincial (Country French)		
Victorian		
Oriental		
Other		
Wants a mixture of _____ and _____		
Prefers antiques or new items?		
Style of client's present furniture		
Bedroom: Type of bedding preferred		
Twin bed (how many?)		
Double bed (how many?)		
Queen-size bed (how many?)		
King-size bed (how many?)		
Sofa bed (sleep 1 or 2?)		
Mattress (regular, soft, extra firm?)		
Water bed (size?)		
Special requirements		

COLOR PREFERENCES PROFILE

Do you like colors that are	**(Fill in family member's name.)**			
Bright				
Bold				
Medium in brightness				
Mellow				
Subdued				
Do you like colors that are	**(Fill in family member's name.)**			
Light				
Medium				
Dark				
Do you like colors that are	**(Fill in family member's name.)**			
Warm (red, yellow)				
Cool (blue, green)				
Neutral (beige, gray)				

Specifically, do you like		
Yellow	Turquoise	Pumpkin
Red	Coral	Olive
Blue	Yellow-green	Rust
Orange	Gold	Brown
Green	Maroon	Pale yellow
Violet	Navy blue	Teal
Lemon	Mauve	Peach
Pink	Lime	Beige
Sky blue	Orchid	Gray
Aqua	Black	Gray-green
Melon	White	Other

What colors do you like together?

What colors do you dislike?	
Name of family member	Color dislikes

FABRIC, TEXTURE, AND PATTERN PREFERENCES PROFILE	
Fabrics	
Check All That Apply	**Comments**
Cotton ❒	
Linen ❒	
Velvet ❒	
Wool ❒	
Chintz ❒	
Satin ❒	
Synthetics ❒	
Textures	
Check All That Apply	**Comments**
Slick ❒	
Smooth ❒	
Soft ❒	
Woven ❒	
Crisp ❒	
Nubby ❒	
Patterns	
Check All That Apply	**Comments**
Bold floral ❒	
Restrained floral ❒	
Abstract ❒	
Plaids ❒	
Stripes ❒	
Tweed ❒	
Pictorial ❒	

MOOD PREFERENCES PROFILE			
Room		**Which of these best describes the overall feeling you would like your room to have?**	
		Dignified and formal	
		Somewhere between formal and casual	
		Casual	
		Very relaxed	
More specifically, what word or words best describes the mood, or feeling, you want your room to possess?			
Tranquil		Airy and open	
Exciting		A “daytime” feeling	
Cozy		A “nighttime” feeling	
Warm		Bright and well-lit	
Intimate		Sophisticated	
Cheerful		Uncluttered	
Elegant		Busy and filled with things	
Countrified		Other	
Dark and intimate with spots of light			

ROOM-BY-ROOM FURNISHINGS INVENTORY PROFILE

Present Items to Be Retained	Condition	New Items Needed	New Items Desired
Living Room			
Family Room			
Master Bedroom			
Children's Room			
Guest Room			

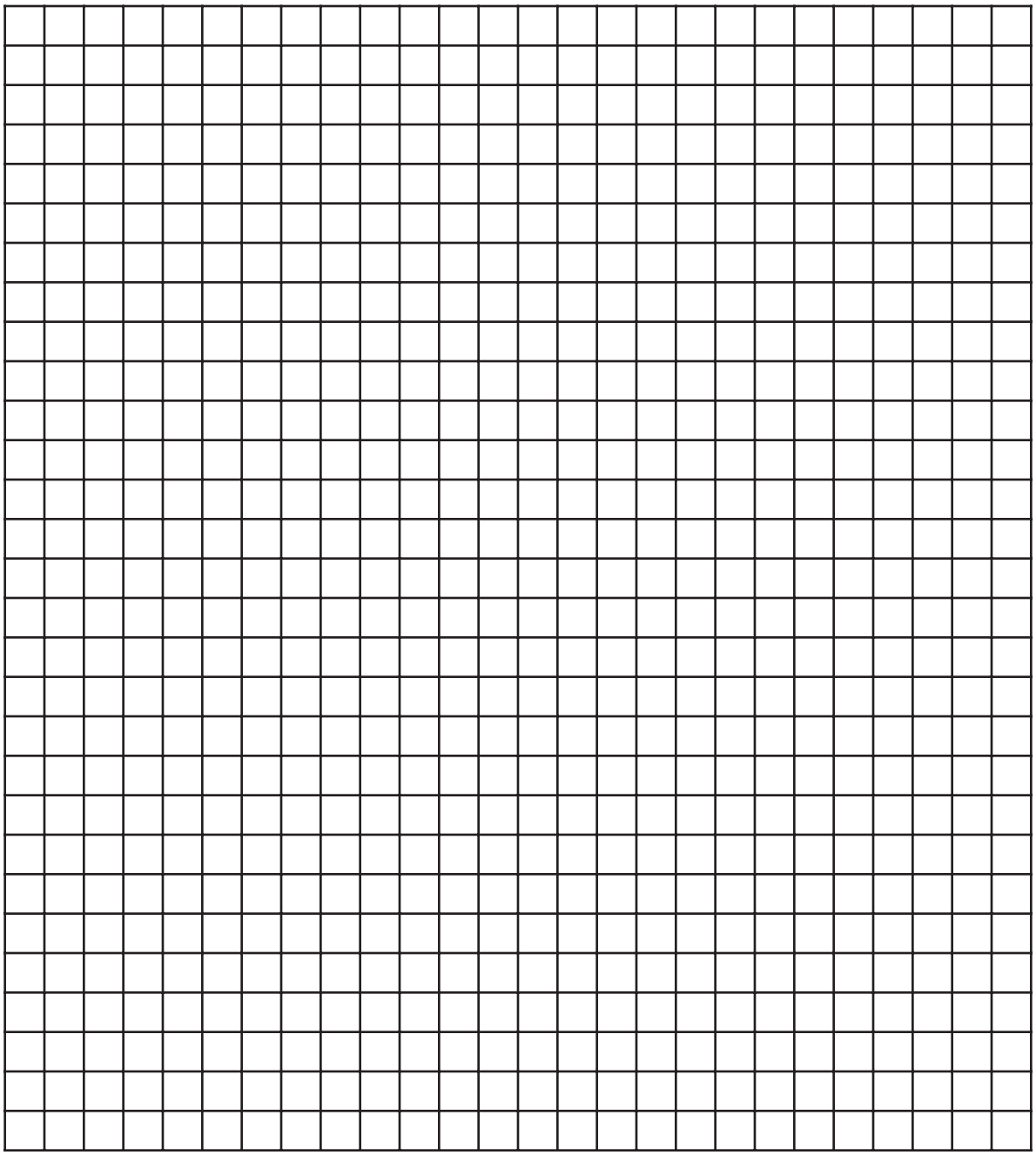
CLIENT GOALS AND BUDGET PRIORITIES PROFILE	
Name	**Room**
Total Budgeted Amount $	
Client's Decorating Goals:	
Immediate	
Long-Range	
Item (in order of priorities)	**Estimated Cost**
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Total Cost	

Room Drawing to Scale Profile

Client's name _____

Address _____

Telephone _____



SAMPLES PROFILE

Client's name _____

Address _____

Telephone _____

Room _____